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**Admissions Office Use Only**
Date received \_\_\_\_\_\_\_\_\_\_
Date entered \_\_\_\_\_\_\_\_\_\_\_
Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request for Program Change**

Student Name Student ID#\_\_\_\_\_\_\_\_\_\_ GPA \_\_\_\_\_\_ Total Credits

Current Program to \_\_\_

Effective term (check one) – Fall \_ Spring \_\_ Summer Year \_\_\_

Student Signature Date \_\_\_

Student Name (print) Date \_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Program** | Advisor Approval |   | Date |  |
|  | Dean Approval |  | Date |  |
| **Requested Program** | Advisor Approval |  | Date |  |
|  | Dean Approval |  | Date |  |

|  |  |
| --- | --- |
| Financial Aid Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_ Approved 🞎  | Denied 🞎 for the following reason(s): |
| Did not meet the Satisfactory Academic Progress (SAP) | 🞎  |
| The hours for which federal aid has been received (X) may violate the 150% rule for the requested program hours (Y). X > (Y\*1.5) | 🞎 |
| Student does not have an approved financial aid appeal or a completed probation plan on file. | 🞎  |
| Student graduated from a program and used Lottery Tuition Assistance (LTA) and must wait five (5) years for additional LTA. | 🞎  |
| Student is receiving a LIFE Scholarship and must be in an associate degree program | 🞎  |

**To change program of study:**

1. Meet with current advisor to discuss the change.
2. Submit the completed form to the Financial Aid Office. The financial aid staff/counselor will review the proposed program change for possible impact on financial aid eligibility and discuss any issues with you.
3. Obtain all other required signatures on the form.
4. Submit the completed form with all required signatures to the Admissions Office.
5. Program of study can change within one week of each registration period.